



3/5/2021

**Addendum #1 to Bid 002413**  
**TWO TEMPORARY SENIOR PEOPLESFT CAMPUS SOLUTIONS PROGRAMMERS**

Change the above referenced Invitation to Bid to agree with this addendum.

**\*\*This Addendum must be signed and returned with bid submission.\*\***

**\*\*Please note the following statements are in response to duplicate questions\*\***

The Project Budget Total is \$320,000

There is no incumbent for this project

Temporary employee candidates are allowed to work on-site or remotely (on-shore and off-shore)

Q. If submitted candidates will not be available at the time of award, will we have option to replace the candidates?

A. Only submit resumes for candidates that are available to start Monday, April 5<sup>th</sup>, 2021.

Q. What will be the mode of interview?

A. Zoom meeting or phone call

Q. We are a DC based business. Is it mandatory to have Secretary of State Business License of the State of Louisiana? Please let us know, if we can submit Secretary of State Business License of the State of Louisiana after receiving notice of award.

A. No, submit business license per state where your business is located.

Q. Is it mandate to have a business registration in Louisiana?

A. No

Q. On page 9, I don't quite understand the Qty 3,000.00 mean, is that mean per hour pay \$3000.00 to programmer?

A. Each temporary employee is expected to work 3,000 hours for this project.  
Calculate line total by multiplying 3,000 x Hourly Bill Rate.



Q. What kind of language does the school software currently uses?

A. PeopleCode, SQL, SQR, COBOL, Application Engine, API, BI Publisher, and Fluid

Q. Will you consider utilizing off-shore resources which will save a significant amount on the overall cost?

A. Yes, per Section 2 - Scope of Work, "If not local: Remote work" this includes offshore option

Q. If LSU Health Sciences Center will not consider off-shore resources, will you consider remote only for on-shore consultants?

A. Per Section 2 – Scope of Work, offshore is acceptable as well as remote only.

Q. Is the solicitation open to all vendors?

A. Yes

Q. What is the duration of the contract?

A. Section 2 – Scope of Work: 18 months (3,000 hours per temporary employee)

Q. How many resumes can we submit?

A. Section 2 – Scope of Work : Multiple candidates can be submitted with the bid.

Q. What documents need to be submitted in our proposal?

A. Section 1.5:

**These documents must be submitted with the bid:**

1. Signed Invitation to Bid Document including the completed price sheet
2. Resumes for Candidate(s)
3. Proof Bachelor's degree was obtained (Copy of degree or transcript)
4. ATTACHMENT A – CERTIFICATION STATEMENT
5. ATTACHMENT B – INDEMNIFICATION AGREEMENT
6. CERTIFICATE OF LIABILITY INSURANCE – Per Attachment C
7. ATTACHMENT D – EQUAL EMPLOYMENT OPPORTUNITY CLAUSE
8. ATTACHMENT E – AFFIRMATIVE ACTION COMPLIANCE and ASSURANCE
9. Evidence Company has performed for at least one (1) year as an established temporary staffing service business. (I.E. Business License and/or Secretary of State Business License etc.)
10. Statement that all candidates are willing to take a drug test on demand (refer to CM 37 and CM 38 included with the Invitation to Bid).

Q. How many temps are currently working on the existing contract and will they all be transitioned to the new vendors?

A. There is not an existing contract, there are no temps currently working

Q. Is it a multiple award contract?

A. No, only one vendor will be awarded.

Q. Question is, if experience would work in lieu of the BA degree? We have a couple candidates who have 20 years of experience without a degree.

A. A Bachelor of Science or related degree from an accredited four-year college or university is required, however, if they have a bachelor's degree in an unrelated field along with a master's degree in a science or business then that would be acceptable.

Q. Documents to be submitted include Attachment D – EEOC Clause. There is not a signature line for that attachment, so do we just sign anywhere at the bottom of those pages?

A. Attachment D has been modified to include a signature line. Please see the revised attachment, sign and include with bid submission.

Q. On the Price Sheet where it says “Unless Specified Elsewhere Ship To:” – do we put our address or leave blank?

A. Leave Blank

Q. Can LSUHSC confirm the submission requirements is for one (1) original hard copy?

A. Yes, one copy, signed and completed.

Q. Do either of these positions currently have an incumbent?

A. No incumbent

Q. “Award will be made to the lowest responsible and responsive bidder.” Is price the primary evaluation factor? Does LSUHSC have a budget for each position that can be shared?

A. Yes, Per Section 1.5 - Award: LSUHSC-NO will award to the lowest responsive and responsible bidder based on the unit pricing of any and all items.

Project Budget Total is \$320,000

Q. How many copies of the response are needed when we mail our response in as it is not specified in the documentation?

A. One copy, signed and completed

Q. Does the response need to be converted into one complete document? Or are we able to complete the PDF ITB document and add the necessary documentation in the same envelope with the PDF ITB document?

A. The response does not need to be one completed document. Yes, you are able to complete the PDF ITB and add necessary documentation in the same envelope.

Q. Can we submit the response through email?

A. No, per Section 1.5: **Fax or e-mail bids will not be accepted.**

Q. Will the addendums be emailed to the respondents?

A. Addendum will be issued to all invited vendors, vendors with submitted questions, and posted on LaPac.

Q. Are you looking for single or multiple vendors?

A. One vendor will be awarded

Q. Please share the project start date?

A. Per Section 2 – Scope of Work: Programmers to begin work Monday, April 5<sup>th</sup>, 2021

Q. Can we use a subcontractor for this RFP?

A. Per Section 1.13 – Subcontracting: Yes, the Service Provider will receive payment for the temporary employees.

**1.13 Subcontracting**

The services provided to accomplish the requirements of this contract shall be under the control, management, and supervision of the Service Provider, unless otherwise stated. Should the Service Provider enter into subcontracts with third parties for the performance of any part of this contract, in no event shall the existence of a subcontract operate to release or reduce the liability of the Service Provider for any breach of performance required herein.

Q. Are there any preferences for local candidates?

A. The temporary employees must meet requirements in Section 2 – Scope of Work.

Q. Does the vendor from a different state can respond to this RFP?

A. Yes. Also please note this is an ITB not a RFP

Q. MWBE and DBE certifications from other states have any weightage in proposal evaluation?

A. No

Q. What are the LSUHSC's current rates for the position listed in the solicitation?

A. This is a new position, there are not current rates

Q. When does the LSUHSC anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?

A. Per Section 1.6 – Calendar of Events

**1.6 Calendar of Events:**

**Event**

ITB Announcement

Written Inquiry Deadline (12:00 Noon)

Issue Responses to Provider Inquiries

Bid Submission Deadline (2:00 PM)

Bid Award & Notification

**Date**

Wednesday, February 24<sup>th</sup>, 2021

Thursday, March 4<sup>th</sup>, 2021

Friday, March 5<sup>th</sup>, 2021

Monday, March 15<sup>th</sup>, 2021

Tuesday, March 16<sup>th</sup>, 2021

Q. To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will the LSUHSC accept letters of attestation in lieu of actual background check results?

A. No, actual completed background checks are needed.

Q. Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the LSUHSC?

A. Per Section 1.17 – Invoicing

The hourly bill rate shall include all costs

**1.17 Invoicing**

The Service Provider will bill LSUHSC only for the hours that the individual worked. This bill rate shall be inclusive of all labor, travel, and overhead/administrative costs to perform the duties outlined in the Scope of Work. LSUHSC shall pay Service Provider in accordance with the rate on the price sheet of the Invitation to Bid. The expected work hours are 40 hours per week, however if additional hours are worked, hours will be paid at the straight time bill rate stated on the price sheet of the ITB. LSUHSC Holiday list is included with the bid.

Q. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the LSUHSC?

A. Per Section 1.5

**1.5 Bidding Procedure & Bid Submission:**

Bidders must properly complete and sign Bid, including all required attestations and addenda. Any exceptions to the attached terms and conditions or the indemnification agreement shall be presented at the time of the bid submission. Note that any exceptions may result in a disqualified bid if the aforementioned exceptions are in conflict with state guidelines governing LSUHSC. Bids must be signed by a representative of your company authorized to enter into contracts on behalf of your organization in accordance with Louisiana R.S. 39:1594

Q. With respect to Affordable Care Act (ACA) costs, would the LSUHSC prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates? Please clarify.

A. Per Section 1. 17 - Invoicing: The hourly bill rate shall include all costs

**1.17 Invoicing**

The Service Provider will bill LSUHSC only for the hours that the individual worked. This bill rate shall be inclusive of all labor, travel, and overhead/administrative costs to perform the duties outlined in the Scope of Work. LSUHSC shall pay Service Provider in accordance with the rate on the price sheet of the Invitation to Bid. The expected work hours are 40 hours per week, however if additional hours are worked, hours will be paid at the straight time bill rate stated on the price sheet of the ITB. LSUHSC Holiday list is included with the bid.

Q. If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?

A. No, per Section 1.17 – Invoicing

LSUHSC shall pay Service Provider in accordance with the rate on the price sheet of the Invitation to Bid

**1.17 Invoicing**

The Service Provider will bill LSUHSC only for the hours that the individual worked. This bill rate shall be inclusive of all labor, travel, and overhead/administrative costs to perform the duties outlined in the Scope of Work. LSUHSC shall pay Service Provider in accordance with the rate on the price sheet of the Invitation to Bid. The expected work hours are 40 hours per week, however if additional hours are worked, hours will be paid at the straight time bill rate stated on the price sheet of the ITB. LSUHSC Holiday list is included with the bid.



Q. We will be making use of an offshore consultant for this engagement to ensure equal quality but the lower down cost (like last time around), the drug tests that you might be requiring the candidates to take, can they be conducted by a local authority?

A. Yes

Q. The traveling cost must be included in the final bid in the rate-sheet, but for overseas travel, will LSU be bearing those costs?

A. No. Remote work is acceptable per Section 2. Overseas travel is not required.

Q. Does project team has priority on offshore vs onsite resource?

A. The temporary employees must meet requirements in Section 2 – Scope of Work.

Q. Are associates expected to be in office post Covid?

A. The temporary employees must meet requirements in Section 2 – Scope of Work.

Q. Can we propose hybrid (1onsite and 1offshore) or two complete offshore working from our office at your shift timing?

A. Yes

Q. Most important selection criteria? Rates / locations?

A. Per Section 1.5 - Award: LSUHSC-NO will award to the lowest responsive and responsible bidder based on the unit pricing of any and all items.

Q. Will the candidate have interview process?

A. Yes

Q. How many profiles can we submit for this roles?

A. Multiple

Q. RFP Doc Point 16: Contract renewal 4 additional 12 month period at the same price. Could you please explain this point?

A. If the contract is to exceed 18 months, LSUHSC will ask the Service Provider to renew at the same bill rate to extend the contract.

Q. RFP Doc Point 20: LSUHSC may at any time terminate the contract for their convenience and without cause?

A. Yes. As stated in Section 20, Contractor is entitled to receive pay for work executed.



Q. RFP Doc Point 36: Do you have Louisiana business work force? Failure to above information may cause elimination from preferences. Is it mandatory for these 2 temporary positions?

A. No. As stated, preference shall not apply to service contracts.

Q. We are MBE certified thru NCTRCA. Do we need to still partner with Diverse Business companies for this ITB?

A. No

Q. Can we submit our MBE certificate from NCTRCA certifying agencies from North Texas?

A. Yes

Q. Should our pricing included only bill rates (burden rates)? Can we provide separate section on the travel expenses?

A. Only bill rates are to be included - Per Section 1.17

**1.17 Invoicing**

The Service Provider will bill LSUHSC only for the hours that the individual worked. This bill rate shall be inclusive of all labor, travel, and overhead/administrative costs to perform the duties outlined in the Scope of Work. LSUHSC shall pay Service Provider in accordance with the rate on the price sheet of the Invitation to Bid. The expected work hours are 40 hours per week, however if additional hours are worked, hours will be paid at the straight time bill rate stated on the price sheet of the ITB. LSUHSC Holiday list is included with the bid.

Q. We see these positions are for 18 months precisely 3000 hours. Will there be any extension possible or LSU interested to convert them to CTH (contract to hire)?

A. We anticipate completing the project within 3,000 hours.

We don't anticipate converting the temporary employees to full time positions.

Supplier Signature: \_\_\_\_\_

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## **ATTACHMENT D: EQUAL EMPLOYMENT OPPORTUNITY CLAUSE**

As required by U.S. Labor Department, Office of Federal Contract Compliance, Section 60-1.4.

During the performance of this contract, the successful bidder (contractor or Service Provider) agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting offer setting forth the provision of this non-discrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access of his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the non-discrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or Service Provider. The Contractor will take such action with respect to any subcontract or purchase order as the contracting agency may use direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with the subcontractor or Service Provider as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

BY: \_\_\_\_\_  
(Must be signed by authorized executive official)

TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_